1. **What is an Independent Education Evaluation (IEE)?**

An IEE is an evaluation conducted by a qualified examiner who is not employed by the Houston Independent School District (HISD). A parent has a right to request an IEE at public expense when the parent disagrees with an evaluation conducted by HISD.

1. **What should I expect after an IEE is requested?**

You will receive a letter explaining the IEE process, release of confidential information consent forms, notice of procedural safeguards and a list of IEE providers from which you may choose. Once you receive the letter make your selection, sign the required release of information forms. Fax, email or mail the forms back to:

**Fax:** 713.434.4714

**Email:** [TJOHNS50@houstonisd.org](mailto:TJOHNS50@houstonisd.org)

HISD Office of Special Education Services

Attention: Tisha Johnson

4040 West Fuqua

Houston, Texas 77045

1. **Can I choose an evaluator not on the list?**

Yes. You may choose an evaluator not on the list. However, the evaluator you choose must meet the same qualifications of examiners in HISD. You will also need to contact the evaluator to determine if they are receiving new clients. For speech assessments the examiner must hold a certificate of clinical competency (CCC). For psychological evaluation the examiner must hold a license in school psychology (LSSP). For a psycho-educational evaluation the examiner must hold either an LSSP or a diagnostician’s certificate.

1. **How long will the IEE process take?**

Once an evaluator is chosen, credentials of the evaluator must be verified by HISD and a contract must be completed with this provider before you can schedule an appointment. This could take six to eight weeks. Once the contract is approved by HISD and accepted by the provider you may call the provider to schedule an appointment.

1. **Will I receive a copy of the IEE once the evaluation is complete?**

Yes. You may request a copy from the IEE evaluator. The IEE evaluator will also mail a copy of the evaluation to HISD.

1. **How long will it take to receive the evaluation results?**

The time will vary based on the provider you select, but the standard time to complete the evaluation report following the assessment is 15 business days.

1. **Will the result of the IEE be accepted at the ARD/IEP meeting?**

The results of an IEE will be considered in addition to the existing data sources already presented to the ARD/IEP committee. The determination of Special Education eligibly is made by the ARD/IEP committee, not solely by the IEE or the HISD evaluation.

1. **Who do I contact if I need assistance in completing the IEE forms or if I have questions?**

Contact the Senior Manager of Evaluation in the Office of Special Education Services at 713.434.4717.